

JESSICA SOMMER

EXPERIENCE

Study of Mathematically Precocious Youth (Nashville, TN) (August 2022 to Present)

Title: Research Program Coordinator

- Updated the project website using WordPress.
- Managed part-time staff conducting data checking and data coding tasks, and performed data quality checks.
- Communicated with participants as needed, and maintained up-to-date contact information using FileMaker.
- Assisted with the preparation of grant proposals and manuscripts.

Department of Teaching & Learning (Nashville, TN) (June 2015 to August 2022)

(formerly Peabody Research Institute)

Title: Research Program Coordinator

- Earned a promotion by displaying initiative and leadership.
- Designed complex relational databases in FileMaker to optimize data quality, improve data management capabilities, and increase project efficiency.
- Developed an innovative virtual data collection system which enabled a project to continue meeting data collection goals on time despite the COVID-19 pandemic.
- Built and deployed electronic consent and participant-facing surveys using REDCap.
- Managed and cleaned large quantitative and qualitative datasets, identifying and correcting problems. Created detailed codebooks/data dictionaries.
- Wrote SPSS syntax and employed univariate and bivariate statistics to create actionable reports, including formatted tables and graphs.
- Assisted with the creation of coding schemes for analyzing qualitative data.
- Tailored reports summarizing project results for internal and external partners.
- Developed multiple project websites to communicate study information and findings, and assisted with the preparation of manuscripts for publication.
- Coordinated personnel and data for multiple simultaneous research projects.
- Utilized creativity and strategic thinking to work with schools and other partners to overcome daily challenges and obtain external data.
- Prepared and submitted research amendments and continuing review applications to the Vanderbilt IRB.
- Organized and ran meetings with the principal investigator, data analysts, and the assessor team.
- Recruited, trained, and managed a team of up to 15 people.
- Responsible for timely and accurate completion of administrative tasks such as approving timesheets and mileage, as well as tracking/dispersing incentives.
- Coordinated annual data collection activities involving approximately 500 students and 140 teachers across more than 80 schools.
- Collected standardized assessment data (e.g., Woodcock-Johnson III subtests, KeyMath subtests), student survey data, and math-specific cognitive data (e.g., Symbolic Number Comparison) on students in middle and high school.

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Peabody Research Institute (Nashville, TN)

(August 2011 to June 2015)

Title: Research Analyst III

- Demonstrated ability to manage and train research teams as well as clean and process complex data from multiple simultaneous projects in Spanish and English.
- Took on increasing responsibilities for five major research projects over four years.
- Developed specialized software skills for data collection and management (e.g., E-Prime, FileMaker, and Excel).
- Designed websites and created graphs, tables, and basic statistical reports.
- Performed Spanish translation and communication services for several projects.
- Demonstrated flexibility and adaptability by contributing in multifarious ways to both field-based and meta-analytic research studies.
- Helped develop and implement coding protocols and procedural/scoring manuals (e.g., Copy Design Test, Child and Teacher Observation Protocols).
- Conducted individual child assessments on students in pre-k – 1st grade, and completed observations of children and teachers in early childhood classrooms.
- Tracked more than 800 participants over two years with a 90% retention rate as part of the Tools of the Mind Curriculum Evaluation Study.

Girls on the Run Nashville (Nashville, TN)

(July 2011 to August 2011)

Title: Assistant Program Manager

- Wrote and obtained a \$30,000 grant to expand the AmeriCorps VISTA program.
- Recruited community members to serve as volunteer coaches or running partners.

Citizens for Global Solutions (CGS) (Nashville, TN)

(June 2011 to August 2011)

Title: Field Organizer

- Managed field operations for the state of Tennessee by coordinating local activities with the CGS headquarters in Washington, D.C.
- Recruited new individual and business contacts.
- Coordinated and led in-district lobby visits with state representatives.
- Educated the community about various international issues.
- Composed blog posts, and was a featured writer in CGS's 2011 newsletter.

Nuestros Pequeños Hermanos (San Pedro de Macorís, DOM)

(July 2010 to August 2010)

Title: Volunteer Teacher

- Used Spanish language skills to develop and implement creative writing materials and lesson plans for a summer program for orphaned and abandoned children living in the Dominican Republic.

Vanderbilt University (Nashville, TN)

(September 2009 to May 2011)

Title: Research Assistant

- Tutored 1st – 3rd grade students in reading and writing strategies by following a rigorous research protocol.
- Administered standardized child assessment measures (e.g., Woodcock-Johnson III subtests) to elementary school children, and entered data using Excel.

JESSICA SOMMER

PENCIL Foundation (Nashville, TN)

(August 2008 to August 2009)

Title: AmeriCorps VISTA Volunteer

- Recruited, trained, and managed community volunteers.
- Created a volunteer training manual for new AmeriCorps VISTA volunteers.
- Founded PENCIL's first athletic fundraising team and raised \$1,000 in donations.
- Composed press releases, newspaper and digital articles, fliers, and posters using Microsoft Word, Publisher, and PowerPoint.
- Promoted activities through social media outlets such as Facebook and Twitter.

EDUCATION

M. Ed., 2011 **Vanderbilt University**, Department of Leadership, Policy & Organizations
Major Field: International Education Policy & Management

B. A., 2008 **Presbyterian College** (*Summa cum Laude*)

Major Field: English

Minor Fields: History, Music

Academic Recognitions: American Legion Award, Dean's List (all semesters), Sigma Kappa Alpha (academic honors society)

RELEVANT COURSEWORK/SKILLS

Technology/Software Skills: FileMaker Pro, SPSS, REDCap, WordPress, Microsoft Office (Excel, Word, PowerPoint, Publisher, and Outlook), E-Prime

Relevant Vanderbilt University Coursework: Introduction to Statistical Inference, Correlation & Regression, Grants, Policy & Administration

Foreign Language Skills: Spanish

LEADERSHIP & AWARDS

Recipient of the Rasmussen Scholarship for Foreign Language Study (Spanish)

PAPERS & PRESENTATIONS

Farran, D. C., Durkin, K., & **Ziegler, J.** (2017, April). Mathematics development from pre-k through 7th grade in urban, high poverty students. PowerPoint presented at the biennial meeting of the Society for Research in Child Development (SRCD), Austin, TX.

Star, J. R., Rittle-Johnson, B., Durkin, K., Shero, M., & **Sommer, J.** (2020, June). Teaching for improved procedural flexibility in mathematics. Paper presented at the International Conference of the Learning Sciences (ICLS), Nashville, TN.